

Welcome to Travel Express

Travel Express is a web based application accessible anywhere with the Internet Explorer browser. To access this application you will need to launch the Internet Explorer Browser and select the Idaho State Controller's web site, www.sco.idaho.gov. Select **Logon** to online applications, enter your username and password and select **Travel Express** from the applications menu screen.



Bookmark this page for quick access

You will only be able to access those applications you have been authorized to use.
If you do not have authorization to enter an application that you wish to, contact your agency security administrator.

Logoff

When you are finished using the applications,
please logoff to disconnect your secure connection.

Click on Travel
Express to open
the application

[Declare State Surplus Property](#)
[Employee Self-Service](#)
[Form W-2](#)
[GAAP Closing Packages](#)
[IBIS](#)
[IPOPS](#)
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[Online Reporting](#)
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You have two selections on the main travel express screen. For new submissions use the dropdown list under "Create Travel Voucher" and select **Create New Voucher**. The "View All Vouchers" allows you to see a history of your vouchers in process and paid.



Welcome to the Idaho State Controller's Travel Express Application. From here you can create your travel reimbursement document or view previously created documents. You can also monitor the progress of a document as it flows through various approvals.

 Create Travel Voucher	 View All Vouchers
<input type="text" value="Choose Voucher Type"/>	<input type="text" value="Select a view"/>

Use the dropdown list
and select "create a
travel voucher".

Applications

Log Off

[INFORMATION PAGE](#)

You now will enter the city you departed from, date of departure, departure time and return date and return time. Below is the single trip entry, you may consider multi-trip if you submit for reimbursement monthly.

Travel Express
Idaho State Controller's Office

MARY EVERILL-140

From					
City	Boise	Departed	01/12/2007	5:00 PM	Returned
		Meeting Dates	From 01/12/2007	Thru	
To					
State	IDAHO	City	Idaho Falls	In State?	<input type="radio"/> Yes <input type="radio"/> No
				P-Card?	<input type="radio"/> Yes <input type="radio"/> No

If You Are A Vendor Or Billing An Agency Other Than Your Own, Please Enter That Agency Code:

Upon submitting the travel date information, you will be taken to the claimant information grid. Enter your **Official Home Station (1)**, the **Purpose of Travel (2)**, and your **Personal Vehicle License Number (3)**. In the Travel Detail Information grid enter the round trip miles in the **Personal Vehicle Miles Driven (4)**, and **Comment (5)s** – “Home for the weekend”. Travel Express will calculate the miles based on current federal per-diem. You can save a draft or when ready to submit for processing at the top of the screen. To submit click in the Fiscal radio button, and select “Terrill Franks” from the dropdown list. Click the **Route To(6)** button to complete the process.

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Idaho State Controller's Office

☐ Fiscal ☐ Reviewer To:

Claimant Information

I hereby certify that the information in this voucher is correct and just. I hereby certify that the travel was performed under competent orders, the purpose for which it was undertaken, and that the same was necessary in the public service.

1 **Official Home Station**

2 **Purpose of Travel**

Agency	140-CONTROLLER	3 Personal Vehicle License Number	PAWDWGN
Claimant's Name	MARY EVERILL-140	State Vehicle License Number	<input type="text"/>

Travel Detail Information

	Date	Meals	Lodging	4 Personal Vehicle Miles Driven	5 Comments
	1/12/2007	<input type="text"/>	<input type="text"/>	300	
	1/13/2007	<input type="text"/>	<input type="text"/>		
	1/14/2007	<input type="text"/>	<input type="text"/>		
	1/15/2007	<input type="text"/>	<input type="text"/>	300	
	Totals	<input type="text"/>	<input type="text"/>	\$291.00	